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Report for Week Ending 22 August 1956 from PROJECT STAFF

Project 4-84 - Vital Materials Microfilm Project

Microfilming of the OCR/BR dossiers continues.

Microfilming of Vital Materials in the Office of Personnel has been completed.

Projects 4-83, 4-96, 5-59, 5-68

No change from previous report.

General Information

of Staff "D", DD/P, accompanied last weeks trip to the 25X1A9a repository to make a current deposit and withdraw material deposited in 1952. The withdrawal was not accomplished as Mr. and make a name was not included on the list of persons authorized to handle this 1952 deposit. 25X1A9a

25X1A9a

Mr. was notified and he said he will prepare a letter authorizing the withdrawal.

, CIA, Emergency Planning Officer, was contacted regarding 25X1A9a the availability of Operation Alert 1956 reports. He said the DD/I report was available and would forward a copy to Mr. He further stated 25X1A9a that he would notify us as the others were received.

> Completed design of Limited Pass Control Card; coordinated through Office of Security, Forms Management (number assigned, 1059), Machine Records Division; and forwarded the requisition to Logistics. Delivery of the cards will be made in approximately 60 days.

Completed review of VM control documents (Form 620, VM Transfer Slip, Availability Register, and Disposal Schedule) to determine practicability of establishing a control of VM scheduled for disposal. Study disclosed 89.9% were of the category where disposal authority was not authorized, 9.43% no disposition was indicated, and .67% had established disposition authority. Determined volume was such that it did not present a problem and could be handled manually. Made additional recommendations to standardize the terminology used and reduction of unnecessary work methods to improve the operational efficiency at the repository.

Drafted instructions to conduct pilot test to determine practicability of window envelopes as a possibility to eliminate destruction of numerous envelopes through use of a format that will serve not only as a receipt but as an address. This test is a part of the current study being made with respect to the courier receipt and logging procedures.

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General Information, (cont'd)

I attended a demonstration of Steel Case, Inc. with other members of the committee formed to recommend furniture standards for the new building.

Project outline requesting money for the construction of the Records Center expansion has been completed with the exception of obtaining the signature of the Comptroller.

25X1A9a